



NATIONAL ASSOCIATION OF INSURANCE AND FINANCIAL ADVISORS

Job Posting:

NAIFAPAC Administrative Assistant

The National Association of Insurance and Financial Advisors (NAIFA) is looking to hire an Administrative Assistant to provide administrative and clerical support to the Political Affairs Department. This non-exempt position will report to NAIFA's Political Director.

Essential Functions:

- Perform clerical and secretarial tasks.
- Review the accuracy of all IFAPAC receipt records.
- Maintain and update PAC database.

Duties and Responsibilities:

- Enter daily donation information into individual NAIFA member records from deposits of checks, credit cards and cash.
- Respond to member requests for supplies, contribution confirmations, reports and sample agendas and solicitations.
- Resolve problems with contributions not suitable for deposit.
- Refer corrections of IFAPAC receipt records to Program Manager to process.
- Update contribution and contributor tracking documents.
- Process and distribute letters regarding corporate checks and problems with contributions.
- Distribute lapel pins and "thank you" letters as needed.
- Compile materials for annual meetings.
- Work well with other employees, function as a team player and accept constructive suggestions for improving job performance from supervisors and managers.
- Maintain regular and consistent attendance.
- Perform other duties as assigned.

Education and Experience:

- High School diploma or GED and 1-2 years of administrative experience; or equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Thorough knowledge of Microsoft Word with accurate typing skills.
- Strong working knowledge of data base systems, preferably iMIS and VOCUS.
- Excellent proofreading skills.
- Strong ability to communicate orally and via written communication.
- Demonstrated organizational and planning skills as evidenced by ability to meet quality standards under strict deadlines and ability to handle changing priorities.
- Demonstrated ability to maintain efficient filing system alphabetically and numerically.

NOTE: *As organizational needs change, management reserves the right to review and revise this document at any time. This document represents a description of intended job content, and should not be construed in anyway to be a contract of employment.*

About NAIFA:

NAIFA comprises more than 700 state and local associations, representing the interests of 200,000 members and their associates nationwide. NAIFA members focus their practices on one or more of the following: life insurance and annuities, health insurance and employee benefits, multiline, and financial advising and investments. The Association's mission is to advocate for a positive legislative and regulatory environment, enhance business and professional skills, and promote the ethical conduct of its members. For more information about NAIFA, visit www.naifa.org.

Compensation & Benefits:

NAIFA recognizes how important it is to provide our employees with the best possible environment in which to work. We offer a generous benefits package that includes:

Health and Dental Plan

Prescription Plan

Life, AD&D, and Business Travel Insurance

Short and Long Term Disability Insurance

Legal Services Plan

401(k) Savings Plan

Flexible Spending Accounts for Uninsured Medical and Dependent Care

Tax-Free Commuting Reimbursement Plan

Discounted Gym Memberships

NAIFA also offers various programs and benefits to assist employees with work/life balance solutions, such as an Employee Assistance Program, wellness programs, direct deposit, business casual dress code, flexible work schedules, educational seminars, free parking, and daily van shuttle service to and from the Dunn Loring Metro Station in the mornings and afternoons.

To Apply:

To apply, submit the following to Kacy Hagan, Manager of Human Resources, at khagan@naifa.org:

1. Employment Application (*found on the jobs page of the NAIFA website*)
2. Cover Letter
3. Resume

National Association of Insurance and Financial Advisors

2901 Telestar Court
Falls Church, VA 22042-1205
www.naifa.org